



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Cities of Santa Clara County

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Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

March 10, 2010
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 9:45 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, and Sartipi. Other commissioners present were: Haggerty, Tissier, Chu, Giacoppini, Lempert, Mackenzie, Rein-Worth, Spering and Yeager.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of February 10, 2010.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of January: Operating Income through January 2010; Report of Operating Expenditures for FY 2009-10 through January 2010; Report of Capital Projects for FY 2009-10 through January 2010; FY 2009-10 Contract Services Disbursement Report for January 2010. For the month of January 2010, the monthly financial report listed thirteen (13) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through January 2010.

INVESTMENT REPORT

The Committee received the Investment Report for the month of January 2010.

Contract Amendments – Ancillary Audits and Consulting Services

- i. Caporicci & Larson, Sacramento
- ii. KPMG LLP, Sacramento
- iii. Williams, Adley & Company, Oakland
- iv. Deloitte & Touche LLP, San Francisco
- v. Macias, Gini & O'Connell LLP, Walnut Creek

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with the above five firms in cumulative amounts not to exceed \$100,000, to perform the assurance, audit and consulting services for MTC, MTC SAFE and BATA for fiscal year ending June 30, 2010. The Executive Director or his designated representative may assign the audit engagements to any of these firms based on MTC's requirements, firm expertise, and staff availability as long as the total amount of all amendments does not exceed \$100,000. The Chief Financial officer was authorized to set aside funds for such amendments.

Resolution No. 3947 – Contract Authorization for FY 2010-11 Caltrans Planning Grants on behalf of the National Indian Justice Center

The Committee referred MTC Resolution No. 3947 to Commission authorizing the Executive Director or his designee to enter into a contract with Caltrans on behalf of the National Indian Justice Center, should their grant request be awarded, and subject to future amendment of the Agency Budget and the Agency Overall Work Program (OWP).

Contract Amendment – Translation Services: International Effectiveness

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with International Effectiveness for translation services and the Chief Financial Officer was directed to set aside funds up to \$9,000 for such contract.

Consultant Panel - Transit Sustainability Project (TSP)

- i. AECOM, Oakland, CA
- ii. Alan Zahradnik, San Rafael, CA
- iii. Arup, San Francisco, CA
- iv. Booz, Allen, Hamilton, Inc.
- v. BW Research Partnership, Inc., Carlsbad, CA
- vi. Cambridge Systematics, Inc., Oakland, CA
- vii. Design, Community and Environment, Berkeley, CA
- viii. MIG, Inc., Berkeley, CA
- ix. Mundle & Associates, Inc., Philadelphia, PA
- x. Nelson/Nygaard Consulting Associates, San Francisco, CA
- xi. Parsons Brinkerhoff/PB Americas, Inc., San Francisco, Ca

The Committee approved the above pre-qualified consultants to serve as the consultant pool available to provide assistance for the TSP on an as-needed basis. Going forward, staff will return to the Committee for contract approval in each instance in which a contract exceeds the Executive Director's delegated authority.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 9:52 a.m. The next Committee meeting date will be on April 14, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.